Iowa KidSight

Training & Review Packet

This manual was originally prepared by:
Wanda Pfeifer, Photographic Reader

Portions of this manual are © Vanderbilt University, April 2000; all rights reserved.
Used by permission.

Iowa KidSight Review Packet Current Revisions: September 2015

For further information about Iowa KidSight, please contact:

Iowa KidSight
University of Iowa Children's Hospital
Department of Ophthalmology & Visual Sciences
2431 Coral Court #5
Coralville, IA 52241
(319) 353-7616
FAX (319) 467-5091
E-mail: kidsight@uiowa.edu
www.iowakidsight.org

IOWA KIDSIGHT

MISSION STATEMENT

IOWA KIDSIGHT is a joint project of the Lions Clubs of Iowa and the University of Iowa Children's Hospital, Department of Ophthalmology & Visual Sciences, dedicated to enhancing early detection and treatment of vision impairments in young children (target population 6 months of age through kindergarten) in Iowa communities through screening and public education.

TABLE OF CONTENTS

Mission Statement

Table of Contents 1

Iowa KidSight Personnel 2

District Coordinators 3
Trainers 4

Quick Review

Screening Event Processes 5
Post Screening 7
Photo Retakes 7
Supervision 8
The 4 F's – Film Device 9
The 4 F's – Digital Device 11
A 4F's Guide for Your Recorder's Table 15
Equipment Care 17
Troubleshooting Tips 18
Background Check Guidelines 20

Iowa KidSight
Personnel

Iowa Lions Project Director	Jerry Inman 224 Country View Drive Mechanicsville, IA 52306 563-432-6609 JerConInman@gmail.com

Iowa KidSight
2431 Coral Court #5
Coralville, IA 52241
319-353-7616
kidsight@uiowa.edu
www.IowaKidSight.org

Program Manager	Lori Short
Office Coordinator	Wendy Cadena
Office Assistants	Susan Cook Angie Garvey Sherrie Panther Kassia Scott, Special Projects
Follow-Up Coordinators	Pat Mason & Deb Hatzky
Spanish Follow-Up Coordinator	Oscar Perez
Photo-Reader	Wanda Pfeifer, OC(C), COMT 319-356-1985
Medical Director	William E. Scott, M.D.

<u>Iowa KidSight Steering Committee</u>:

Chris Anderson, Iowa Lions Foundation Project Trustee
Jim Bixler, Iowa Lions Foundation President
Herman Kopitzke, Iowa KidSight District Coordinator and Trainer
Jim Arnold, Iowa Lions Foundation Immediate Past President
Dale Shenefelt, Iowa KidSight Trainer

Lori Short, Wendy Cadena, Pat Mason, Wanda Pfeifer, Dr. Scott, and Jerry Inman

Iowa KidSight
District Coordinators
2015-2016

9NW
Herman and Helen Kopitzke
414 Q Avenue
Boone, IA 50036
515-432-7445
hkopitz31@gmail.com

Linda Ritchie
509 Fairing Ave
Sac City, IA 50583
712-662-6297
ninny16@frontiernet.net

9NC
Don Kothenbeutel
10 Country Club Place
Garner, IA 50438
641-923-2713
donjokoth@gmail.com

9NE
Douglas Boelman
718 Eagle Ridge Rd
Cedar Falls, IA 50613
319-269-8601
dkboelman@cfu.net

Diane Hoffman
4240 East Donald Street
Waterloo, IA 50703
319-233-9480 (H)
319-415-8905 (C)
dhoffman@co.black-hawk.ia.us

9MC
Len Ringgenberg
3612 Aurora
Des Moines, IA 50310
515-314-8825
lenr@trinity-construction.com

9EC
Connie Inman
224 Country View Drive
Mechanicsville, IA 52306
563-432-6609
JerConInman@gmail.com

9SW
Sheila Haidsiak
115 N. 5th Avenue
Villisca, IA 50864
712-826-8472
haidsiak@mchsi.com

9SE

Iowa KidSight Trainers
2015-2016

Paul Barker (9SW)
109 N. 4th Avenue
Villisca, IA 50864
712-826-7472
pjbarker@myfmtc.com

Diana Benzing (9SW)
P.O. Box 364
Neola, IA 51559
712-485-2243
drbenzing@gmail.com

Ralph Binnie (9EC)
3501 210th Street
Goose Lake, IA 52750
563-522-2174
ralphb@gmtel.net

Gary Chambers (9NE)
424 W 2nd Street
Cedar Falls, IA 50613
319-266-6363
chambersg.c@cfu.net

Sally Donald (9NE)
104 Elm Street
Van Horne, IA 52346
319-228-8148
rdonald@netins.net

Sheila Haidsiak (9SW)
115 N. 5th Avenue
Villisca, IA 50864
712-826-8472
haidsiak@mchsi.com

Maury Hartz (9SE)
638 W Marion
Marengo, IA 52301
319-642-3609
katemo@netins.net

Dwight Herkelman (9SW)
26128 277th Street
Leon, IA 50144
641-442-3316
ddherk@grm.net

Jerry & Connie Inman (9EC)
224 Country View Drive
Mechanicsville, IA 52306
563-432-6609
JerConInman@gmail.com

Herman Kopitzke (9NW)
414 Q Avenue
Boone, IA 50036
515-432-7445
hkopitz@gmail.com

Don Kothenbeutel (9NC)
10 Country Club Place
Garner, IA 50428
641-923-2713
donjokoth@gmail.com

Alan Olson (9SE)
524 W. 3rd Street
Washington, IA 52353
319-653-6818 or
319-461-0404 cell
aolson@iowatelecom.net

Dennis Pingel (9MC)
3710 NE Sycamore Lane
Ankeny, IA 50021
515-979-0831
dbpingel@yahoo.com

Len Ringgenberg (9MC)
3612 Aurora Avenue
Des Moines, IA 50310
515-314-8825
lenr@trinity-construction.com

Dale Shenefelt (9MC)
1365 Hamilton Circle
Ames, IA 50014
515-692-5064
dndshenefelt@gmail.com

Laurayne Snitker (9NE)
431 Old Hwy 9
Waukon, IA 52172
563-568-4062
lauraynes@yahoo.com

Jane & Clem Steele (9NE)
5473 Park Place
Asbury, IA 52002
563-580-4856
janesteele@hotmail.com

Mark Trax (9NE)
114 21st Street S.W.
Waverly, IA 50677
319-352-5108
mfcharles9@gmail.com

Zane & Garry Vokes (9MC)
9894 Sunset Terrace
Clive, IA 50325
515-200-7068
515-779-2348/1249
vokesz@mchsi.com

David & Sylva Williams (9MC)
4325 Stone Brooke Rd.
Ames, IA 50010
515-233-3661
4325will@mchsi.com

Richard Witt (9NE)
1207 1st Street S.E.
Oelwein, IA 50662
319-283-7368
wittend@mchsi.com

Screening Event Processes

Note: All participants must complete an Iowa KidSight Training Course.

3-4 Weeks in Advance

Contact childcare center and ask permission to screen.

Secure screening team.

Contact District Coordinator to request screening equipment and supplies, if necessary.

2 Weeks in Advance

Copy Consent/Result Form, Informational Brochure, and Club Flyer.

Give forms to childcare director to distribute to parents.

Possibly visit site to determine session location and details surrounding screening event.

Secure all supplies needed to conduct screening (stickers, posters, etc.), and make arrangements to pick up equipment if necessary.

48 Hours in Advance

Check battery indicator on screening device. Charge if necessary.

Review camera operations and 4 F's.

At Screening

Check Consent Forms to ensure that they are completely filled in: parent's signature, child's date of birth, parent's name and contact information, etc.

Confirm all photographs are readable. **Ask** your 4Fs questions!

Retake any photographs that appear unreadable or questionable.

At the end of a child's screening, give the child a sticker as a reward.

Film Device Processes at Screening:

Make sure the "Result" side of the Consent/Result Form is filled in with the child's and parent's name, address, etc.

Write the child's initials and **birth** date on bottom margin of photographs taken.

Keep photographs with correct Consent/Result Form.

Staple all photographs to "**Result" side** of Consent/Result Form, in an overlapping manner, with the most readable photograph on top.

iScreen Digital Device Processes at Screening:

With the iScreen device, enter the child's first and last name, date of birth (MM/DD/YY), and screening site name. **Ensure that you enter this information accurately as this will print on the Result Form going to the parent/guardian**. If child's name includes a hyphenated last name and you run out of character spaces, enter the child's first letter of his/hers first name and then the full hyphenated last name (ex. Penelope Hernandez-Gonzalez should be typed as P. Hernandez-Gonzalez).

You can use abbreviations for screening site names as well if you run out of space when typing, but please be sure they are standard abbreviations. Examples: PRE=Preschool, HS=Head Start, etc. Remember that what is entered into the iScreen device is what is printed on the result form that is returned to the parents so the site name needs to make sense.

Do not save an *unreadable* iScreen image. It is ok to save *readable* second or third images of the same child if necessary, enter "2-" or "3-" before the child's name when doing so.

Keep the Consent Forms in the order that you took the pictures.

The screening site name you input into the device must match what you write on the Screening Cover Sheet. This field only has to be entered once while the device is turned on; it will remain the same for each child that is entered at the screening until the device is turned off. (Enter "Training" in the Dr./Site field if utilizing to train or practice.)

Misc. Note: Do not shine red aiming lights in the children's eyes. Start above child's head and bring dots down to ~brow-line on forehead. The red dots can vary slightly between cameras as to where they need to project on the child's forehead (up a bit or down a bit).

Post Screening

Thank screening site director/contacts.

Mail Consent Forms (/Result Forms if using film device) and completed Screening Cover Sheet within 7-10 days of the screening date to:

Iowa KidSight
2431 Coral Court #5
Coralville, IA 52241

Transmit digital images. Screenings will not be interpreted and processed until Consent Forms *and* images have been received. To transmit: plug Ethernet cable into port on left side of iScreen device, then plug the other end into an Ethernet jack (or Router). Turn the iScreen device on and once the Home screen is displayed press the "Send Image" key to initiate the transmission. A status of the transmission is shown on the display as files are uploaded. When complete, the display will indicate so. Pressing the "Home" key will return you to the Home screen.

Borderline & Photo Retakes

When Retake/Borderline Retake Forms are received:

Contact Photographer and screening site director to determine retake date.

Contact District Coordinator to make sure equipment is available on proposed date, if necessary.

Make arrangements to get camera and film if necessary.

Retakes and borderline retakes should be done separately from new screens.

Write the date that the retake or borderline retake photograph was taken on the top left side of the Form in the space provided.

Staple new photo(s) to Retake Form/Borderline Retake Form if using film device.

If using iScreen device, type a "R-" in front of the child's name when entering information into the device for a retake and type a "BR-" in front of child's name for a borderline retake.

The word "Retake " and Site Name should be included in the Dr./Site field.

It won't be necessary to get new Consent (/results) form signed, because the original is on file in the Iowa KidSight office. It's also not necessary to send in a screening cover sheet with the retakes or borderline retakes.

Mail to: Iowa KidSight, 2431 Coral Court #5, Coralville, IA 52241

Supervision of Lions Club Screeners New to Screening

Each District develops a hierarchy of experienced screeners to supervise photographers and recorders new to Iowa KidSight screening.

- At Photographer's first screening, supervision is provided by his/her Trainer or other qualified personnel.

- When a Photographer has completed one supervised screening event, and one unsupervised screening event, with less than 10% photo retakes, as determined by Photo Reader at UIHC, and maintains a less than 10% retake rate, then he/she is qualified to provide supervision to other Screeners new to Iowa KidSight screening events.

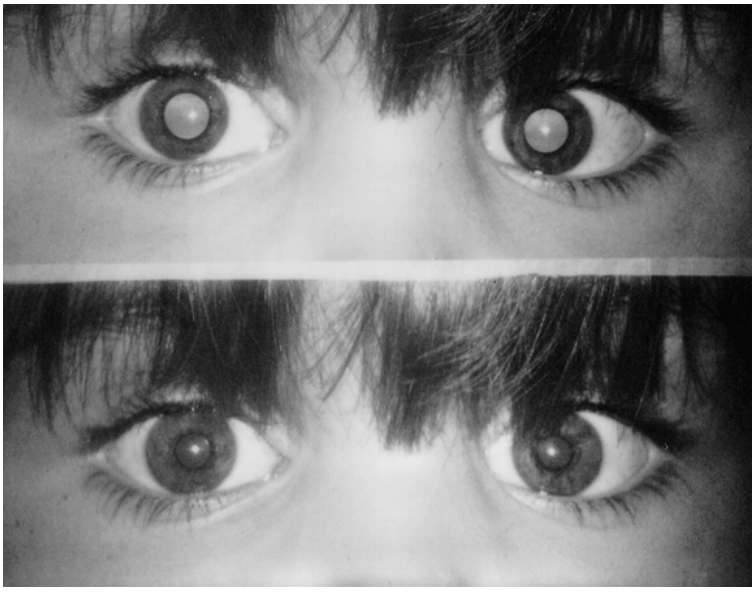
Remember that the goal is to screen as many children in your district as possible in the target age range. Once your club has screened at a child care site, you should go back and re-screen the children at that site yearly.

Your club can screen at sites outside of your town, but as a courtesy to neighboring clubs, be sure to ask the District Coordinator if this is OK, and ensure good communications with neighboring clubs when making screening arrangements.

The 4 F's
Film Device Quick Review

Each picture should always be checked for the 4 F's:

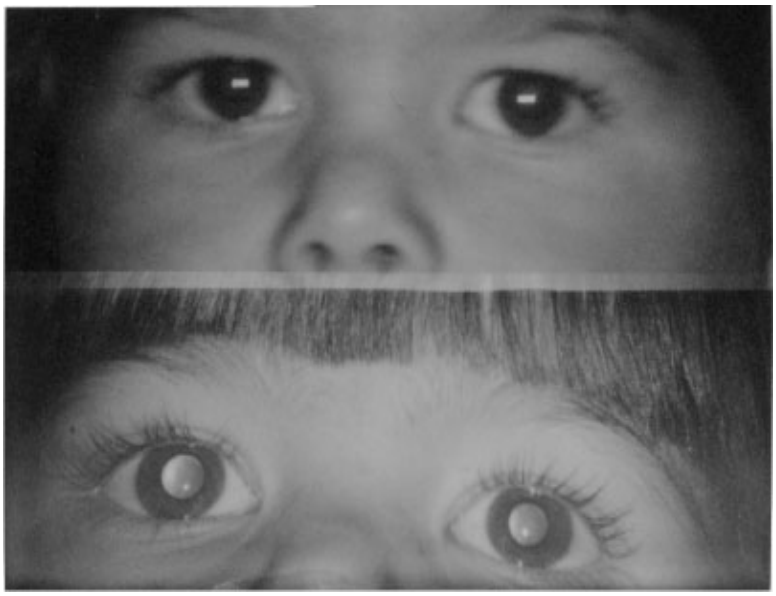
1. Fixation: the white dots (fixation dots) should be in the same location (center of pupil or slightly nasal) in both eyes; pupils should not appear an overall bright grayish/white tone



Fixation Problem
Child looking a little too left
NOTE: Both pupils are very grayish; White dot not in same place in each eye

Good
Pupils nice and dark in color
White dot same place in each eye

2. Focus: no blurry rectangular shaped dots in center of pupil or blurry photos

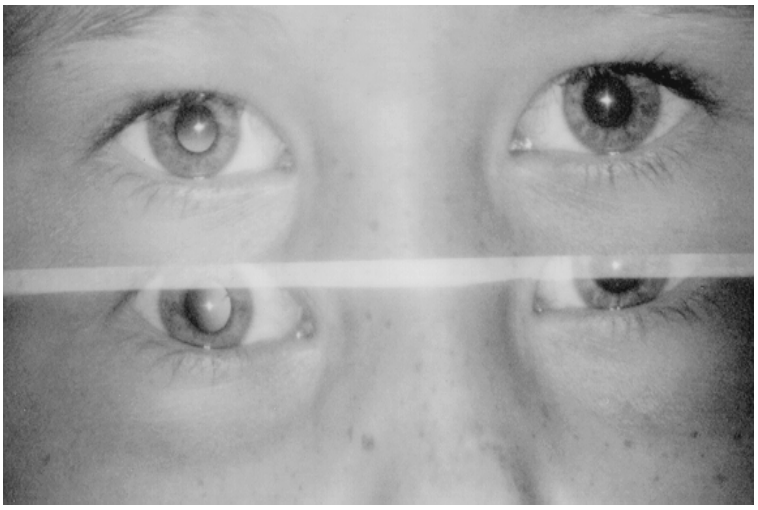


Focus Problem
Note: The white dots are elongated
Unable to see eye features

3. (Greater than) **Four mm pupils:** check with measuring tool

(Less than) Four mm Pupil Problem
Note: pupils appear small. When measured with the MTI ruler are less than 4 mm, they should be greater than 4 mm

4. Four pupils: must be able to see the complete pupils of all four eyes



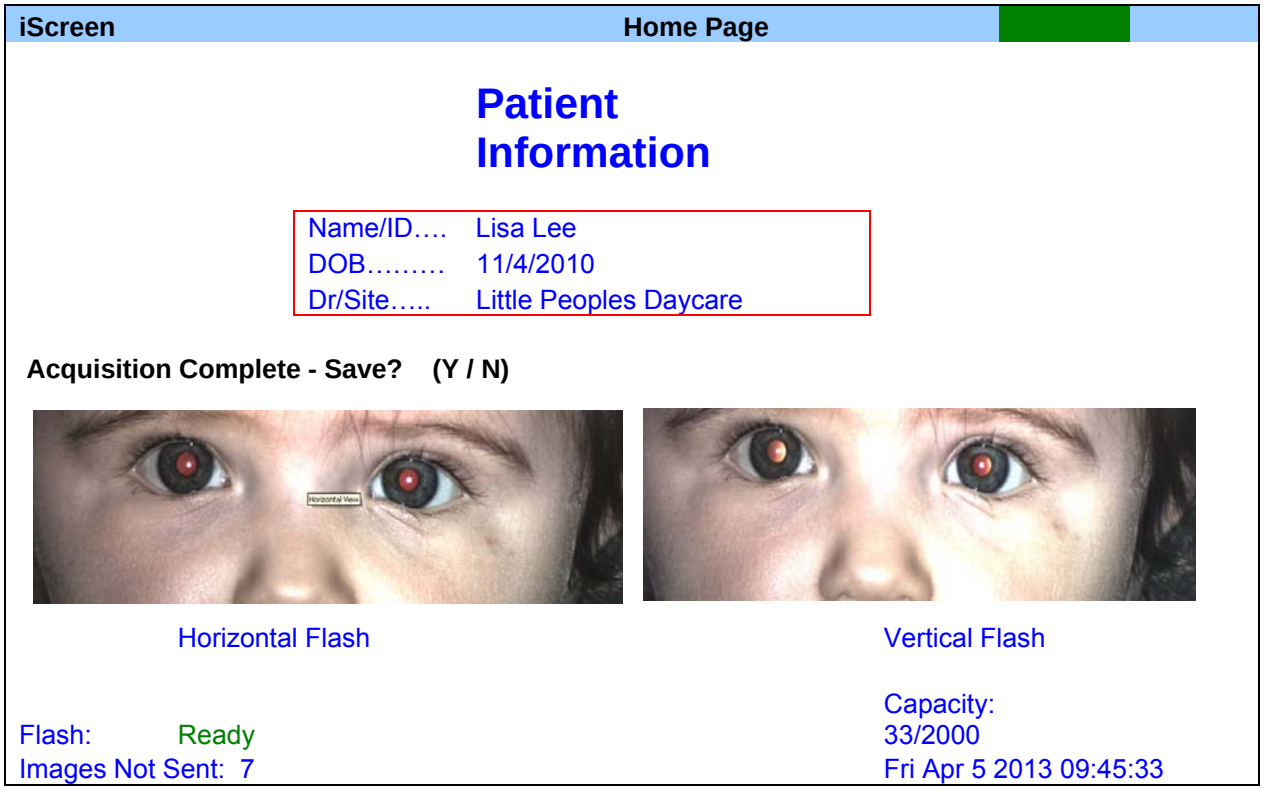
Four eye Problem
Not enough pupil showing in left eye

NOTE: You MUST have a combination of at least one good top **and** one good bottom in the photographs taken.

The 4 F's
Digital Device Quick Review

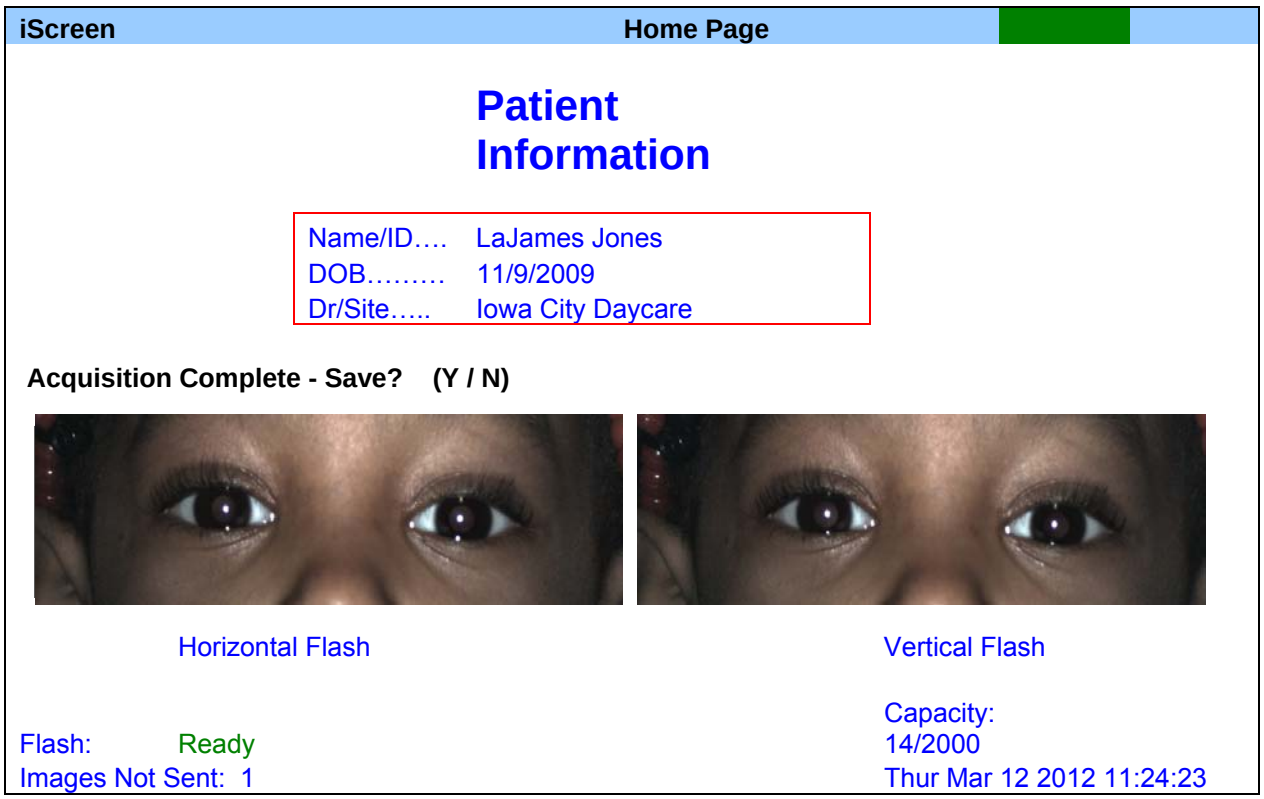
Each picture should always be checked for the 4 F's:

1. Fixation: the white dots (fixation dots) should be in the same location (center of pupil or slightly nasal) in both eyes; pupils should not appear an overall bright grayish/white tone



Fixation Problem:
Child looking up a little. White dot not in same place in each eye

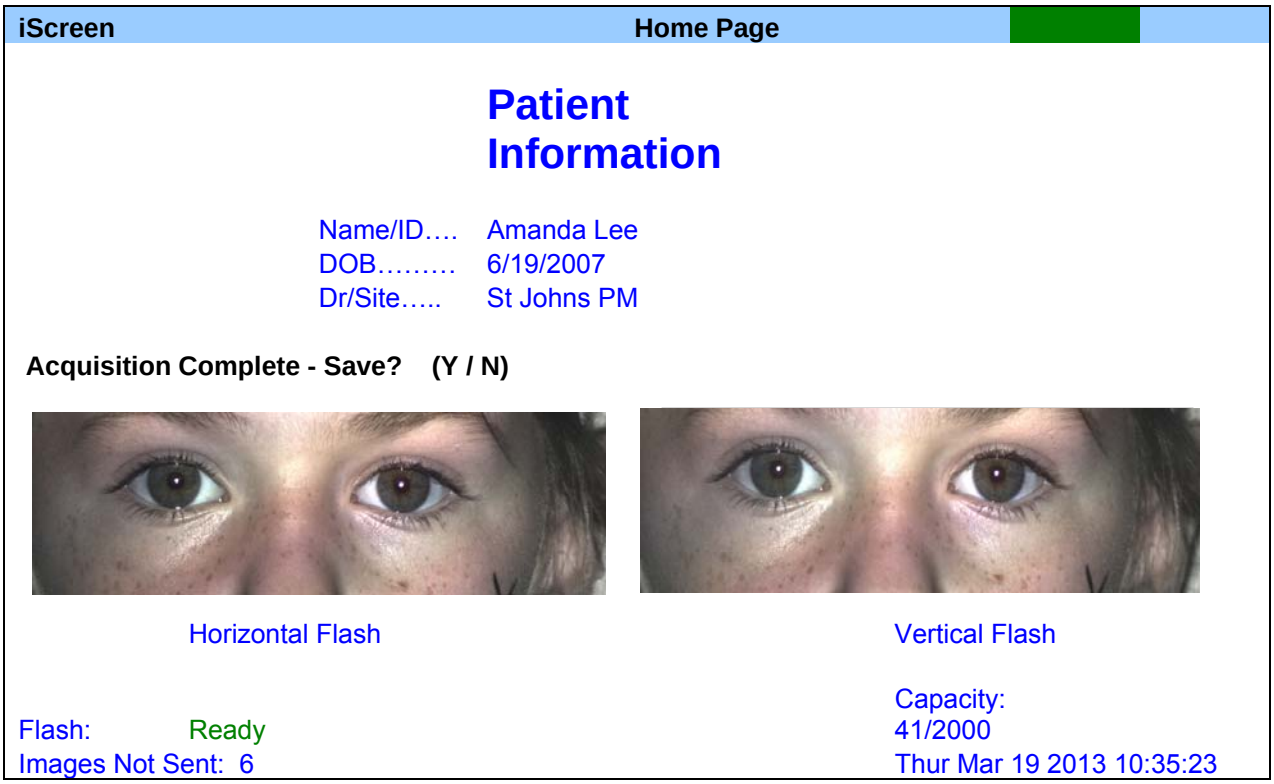
2. Focus: no blurry rectangular shaped dots in center of pupil or blurry photos



Focus Problem:

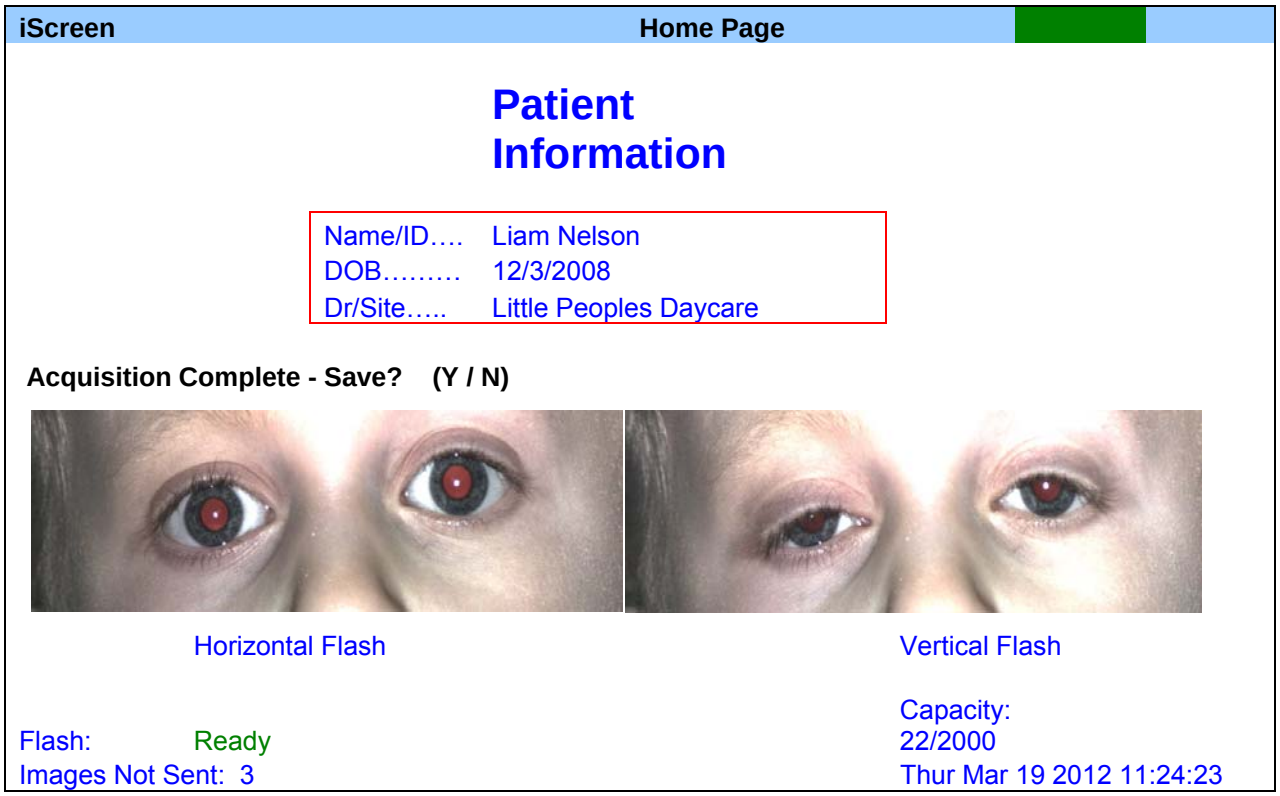
Note: The white dots are elongated. Unable to see eye features

3. (Greater than) **Four mm pupils:** Pupils should look about half the size or larger than the iris.



(Less than) Four mm Pupil Problem:
Note: pupils appear small. They must be greater than 4 mm to be readable.

4. Four pupils: must be able to see the complete pupils of all four eyes



Four Pupil Problem: Not enough pupil showing in right picture

A 4F's Guide for Your Recorder's Table

Ask the five questions below after you've take a picture of a child. If you have answered "yes" to all of the questions, the photograph is readable. If the answer is "no", take another picture. Stop when you have a readable left and a readable right photograph.

1. **Can you see both pupils?**

   Yes, continue . . . No? Photo is not readable.

   ↓

2. **Are the pupils nice and big (appear to be greater than 4 mm)?**

   Yes, continue . . . No? Photo is not readable.

   ↓

3. **Is the light reflex (white dot) round in each pupil?**

   Yes, continue . . . No? Photo is not readable.

   ↓

4. **Is the light reflex in the <u>center</u> of each pupil?**

   Yes, continue . . . No? Photo is not readable.

   ↓

5. **Double check the last question; it is the hardest to determine. Are the white dots in the CENTER of EACH pupil? The pupils should be consistent in color too.**

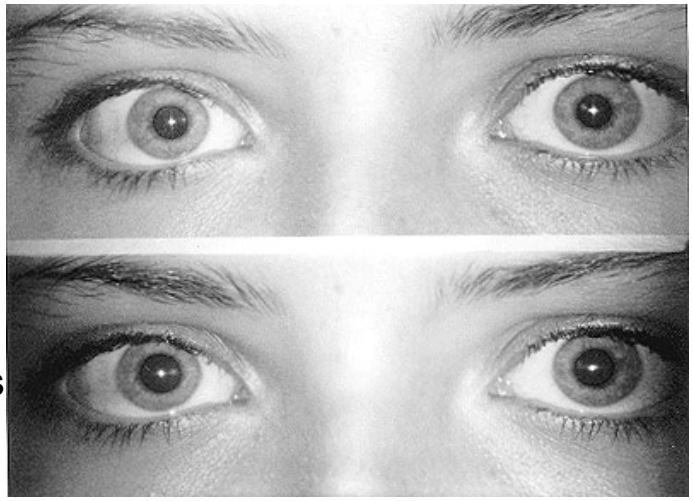
   Yes, photograph is readable! No? Photo is not readable.

After asking all questions, if still unsure about whether photo is readable, save the photo, re-enter child's information and take another!

Compare your film photo to this one.

Four
Eyes?

Fixation
Are the dots central?

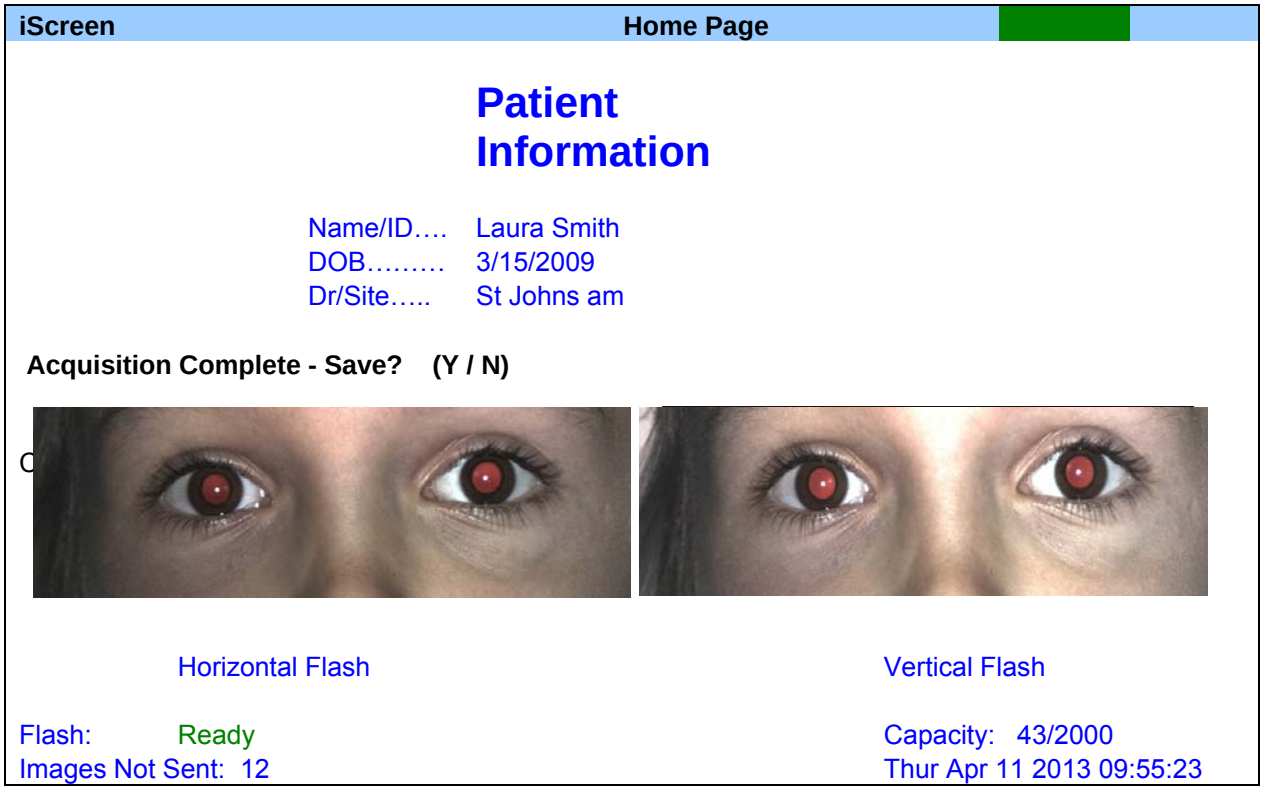


Eyes in **Focus**
Are the dots round?

Larger than **Four** millimeters?

If all your photos look like this,
there would be **NO** retakes.
(This is another way to make sure your photo is readable. Example provided by Lion Alan Olson).

Digital device photo goal!



Equipment Care

Film device:

- Only charge if low battery light comes on.
- Only charge for a maximum of 14 hours.
- Camera can be used at screening with the AC/DC adapter if battery power fails.
- Avoid exposing camera or film to temperatures below 32° or above 85° F.
- MTI PhotoScreeners™ use FUJI Film FP-3000B.
- The film can be obtained through your District Coordinator.

iScreen digital device:

- Charging time is approximately 2 to 3 hours depending on the state of charge remaining in the battery (see battery indicator on top right of display screen).
- Charge the device (see pages 11 & 12 of iScreen manual) at least every 30 days to maintain the battery life.
- Device can be used at screening with the AC/DC adapter if battery power fails.
- Avoid exposing device to extreme heat or cold. Do not store in car.
- Keep display screen and lens wiped cleaned with a dry soft cloth.
- Do not use cleaning wipes or cleaning chemicals on the device.
- Clear the log/erase records during a time when you have received all of your screening results back (see page 26 of iScreen manual).

If you have camera problems, please call your District Coordinator or the Iowa KidSight office (319-353-7616).

Camera Troubleshooting Tips

Film device:

- Have you cleaned your rollers lately? The rollers should be cleaned every time you replace the film. See page 9 in the Supplement Instruction & Interpretation Manual for instructions on how to clean the rollers.

- Reset Button. If you are having camera issues, try pressing the reset button with a pen or pencil. It is located to the right of the ON/AIM button. Put the camera down on a flat surface and wait 1 FULL minute. It's very important that you wait the FULL minute.

- Refer to the Supplement Instruction & Interpretation Manual for other troubleshooting tips located on Page 15-18.

iScreen device:

<u>Flash is not working</u>

- Does it happen on the horizontal image, the verticale image, or both?

- How often does the problem occur?

- Is this something new you have noticed?

<u>Won't hold a charge</u>

- When was the problem first noticed?

- How long will it hold the charge once unplugged?

- Does it work properly when plugged in?

- Did the camera sit on a shelf for an extended period of time without being used? If so, how long?

From the iScreen User Manual: To maximize your battery life, it is best to only charge the battery when the on-screen battery indicator shows the battery level is low.

The device battery must not be allowed to drain completely or the battery may lose its ability to maintain a charge. If you are **NOT** going to be using a device for 30 days or more you must make sure it's **fully charged** before storing the unit. You

iScreen device troubleshooting tips (continued):

should check the battery level on the device monthly and recharge it to make sure it does not get fully drained. It is not necessary to keep the device plugged in, only that it is fully charged before letting it sit unused for a period of time.

Ensure that the charging cords are snuggly plugged together.

Ensure that the charge light indicator is illuminated on the side of the camera when charging.

Keyboard issue

- Describe the issue – do the keys respond sometimes but not others?
- Does the issue appear to be limited to certain keys?
- Does increasing the pressure on the keys seem to help?
- When was the issue first noticed?

Getting double dots:

- Clean the camera lens – any smudges or dust will cause the appearance of double dots
- When conducting a screening, be sure that there isn't any light source from an open door or window or overhead light interfering with the flashes.
- Check the LED beam alignment by placing the camera on a table and arming the device. Move the camera forward or backward until the beams are aligned. If the beams do not converge into one dot, the misalignment may be causing the appearance of double dots.

Network is down:

This is typically a problem between the Ethernet connection and the network. Check the cable; make sure it is securely fastened to the unit and to the network outlet. Make sure you are plugged into a live Ethernet jack. If you continue to receive error messages, there could be a problem with the network or server. Ensure that your network configuration is 1) not blocking access to the domain (www.iscree.com) and 2) allows outbound FTP. If you have verified those settings and still cannot transmit, call iScreen Vision technical support at 901-201-6132 for assistance.

If you have camera problems, please contact your District Coordinator or the Iowa KidSight office. All repair needs should be coordinated through the Iowa KidSight office.

Background Check Guidelines
(from KidSight USA, Lions Clubs International)

- Lions should follow what the local agency you are screening for requests.
- Lions should follow any local legal jurisdiction (city, town, etc.) requirements.
- Always follow the below procedures for “How to interact with children safely and effectively.”
    - Never be alone in a room or confined space with a child.
    - Have a teacher, school nurse, or teacher’s aide help line the children up and keep them occupied until it is their turn.
    - Try not to have the waiting children interact with the child being tested.
    - Don’t have too many lined up at one time.
    - Don’t show frustration if a child is not cooperating. Retest on another day if necessary.
    - Do not touch the children. If they need direction in standing/sitting in the proper location, have school/site personnel do this.
    - Give clear instructions as to where the child should look.
    - If you give out stickers to the children to wear after the screening, you should hand it to them so the child can place it on him or herself. Remind the child to put the sticker on clothing. You may also hand the sticker to the school personnel for placement. Do not place the sticker on the child yourself.